

Agenda
Human Resources Committee
West Olive Administration Building – Board Room
12220 Fillmore Street, West Olive, Michigan 49460
Tuesday, November 22, 2011
1:00 p.m.

Consent Items:

1. Approval of the Agenda.
2. Approval of the Minutes from the October 11, 2011, meeting.

Action Items:

3. Board Appointments

Suggested Motion:

To place into nomination and forward to the Board of Commissioners the name(s) of (recommendation of the Interview Subcommittee will be provided at the meeting):

Robert VanderZwaag
Christopher Bendekgey

to fill one (1) vacancy on the Ottawa County Department of Human Services Board beginning immediately and ending October 31, 2014 (3 year term).

4. Board Appointments

Suggested Motion:

To place into nomination and forward to the Board of Commissioners the name(s) of (recommendation of the Interview Subcommittee will be provided at the meeting):

Joan Epperson

to fill one (1) vacancy on the Ottawa County Economic Development Corporation beginning immediately and ending December 31, 2013 (2 year term).

Ryan Tibbets

to fill one (1) vacancy on the Ottawa County Economic Development Corporation beginning immediately and ending December 31, 2016 (5 year term).

William Berns

to fill one (1) vacancy on the Ottawa County Economic Development Corporation beginning immediately and ending December 31, 2017 (6 year term).

Discussion Items:

None

Adjournment

Comments on the day's business are to be limited to three (3) minutes.

HUMAN RESOURCES COMMITTEE

Proposed Minutes

DATE: October 11, 2011

TIME: 1:15 p.m.

PLACE: Fillmore Street Complex

PRESENT: Jane Ruitter, James Holtrop, Joseph Baumann, Greg DeJong, Donald Disselkoen

STAFF & GUESTS: Keith VanBeek, Assistant Administrator; Sherri Sayles, Deputy Clerk

SUBJECT: CONSENT ITEMS

HR 11-014 Motion: To approve the agenda of today as presented and to approve the minutes of the September 12, 2011, meeting as presented.
Moved by: Disselkoen UNANIMOUS

SUBJECT: BOARD APPOINTMENTS

HR 11-015 Motion: To place into nomination and forward to the Board of Commissioners the name(s) of (*indicates recommendation of the Interview Subcommittee);

*Chair Brink

*Suzanne Cloutier

to fill two (2) vacancies on the Ottawa County Board of Canvassers beginning November 1, 2011, and ending October 31, 2015 (4 year term).

Moved by: Holtrop UNANIMOUS

SUBJECT: ADJOURNMENT

The meeting adjourned at 1:16 p.m.

The DHS Board Appointment action request form will be provided at the meeting.

OBJECTIVE

Obtain a position in which I can work as part of a team and be in service to others as we work towards a common goal

WORK HISTORY

September 1973 – February 2005

- Various teaching and administrative positions in the Zeeland Public Schools
 - * 7 years teaching at the elementary level
 - * 25 years of building level administration— elementary and middle school

February 2005—May 2009

- Cornerstone University, Grand Rapids, MI
 - * Director of Education Programs—Professional and Graduate Studies
 - * Associate Professor of Education—Teacher Education Division

August 2010—June 2011

- Administrator, Borculo Christian School, Zeeland, MI

EDUCATION

- Bachelor of Science, Grand Valley State Colleges (University) 1973
- Master of Arts, Michigan State University 1981
- Advanced degree classes—Western Michigan University

RELATED EXPERIENCES

- Active member of Community Reformed Church, Zeeland, MI
- Volunteer at BRIDGE Ministry Center in Zeeland
- Kids Hope USA Program Director, partner with New Groningen Elementary
- Director of Shared Time Programs—Zeeland Public Schools

REFERENCES

- Gary Feenstra, Superintendent (Retired), Zeeland Public Schools 616.836.5062
- David VanGinhoven, Asst. Superintendent, Zeeland Public Schools 616.748.3006
- Dr. Robert Simpson, Associate Provost, Professional and Graduate Studies, Cornerstone University 616.262.5458
- Dr. Kerisa Myers, Department Chair, Teacher Education, Cornerstone University 616.222.1432
- Dr. Dann Stouten, Senior Pastor, Community Reformed Church 616.772.4907

3580 104th Ave.
Zeeland, MI
49464

616.772.1455 Home
616.994.2200 Cell
rvanderz@zps.org

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 09/26/2011

Position Applying For Department of Human Services Board/County Resident

Position Applying For _____

Position Applying For _____

Name Robert VanderZwaag

Address 3580 104th Ave.

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 6477 Birth Month 6 Birth Day 22

Contact Information:

Home Phone 616-994-2200

Work Phone 616-772-1455

E-mail robertvanderzwaag@gmail.com

Fax Number 616-994-2200

Education:

School Grand Valley State University

School Michigan State University

Degree Bachelor of Science

Degree Master of Arts - Education

Employment Background:

Current Employer Borculo Christian School Position Administrator

Responsibilities

All facets of management and administration of a Pre-school - 8th grade private educational facility, also having some teaching responsibilities

Previous Employer Zeeland Public Schools Position Administrator

Responsibilities

All facets of managing and leading an elementary school building including dealing with student behavior, managing a staff of up to 45 employees, and parent issues.

Length of Residency in Ottawa County 60

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Served as a region representative on Board of Directors of Michigan Elementary and Middle School Principals Association. Also have served on consistory board of Community Reformed Church in Zeeland in various capacities.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

I have a definite interest in teh welfare of children and families in our county. Working for 32 years in public education really exposed me to difficulties families have to deal with. Would like to be able to also search for ways for various agencies within the county to better coordinate services for Ottawa County residents.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

County Resident/Department of Human Services Board/

Thank you for your interest in Ottawa County Government

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 09/14/2011

Position Applying For Department of Human Services Board/County Resident

Position Applying For _____

Position Applying For _____

Name Christopher Bendekgey

Address 7961 Oak Meadow CT

City Hudsonville ST MI Zip 49426

Last 4 digits of social security number 9720 Birth Month 3 Birth Day 20

Contact Information:

Home Phone 616-340-1771 Work Phone --

E-mail Cbendekgey@aol.com Fax Number 616-340-1771

Education:

School Western Michigan Univeristy School Illinois State University

Degree B.S. Human Nutrition/ Dietetics Degree M.S. Human Nutrition/ Dietetics

Employment Background:

Current Employer Kent County Health Department Position Public Health Program Supervisor

Responsibilities

Establish and implement administrative and operating polices and procedures, in order to ensure the delivery of quality services to program clients.

Develops funding proposals and grant renewal requests, administers grant and contract budgets and prepares reports for submission to funding agencies

Previous Employer _____ Position _____

Responsibilities

Length of Residency in Ottawa County ¹ _____

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

To help ensure and the social needs of the community are met and to help give back to my community.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Thank you for your interest in Ottawa County Government

The Economic Development Corporation Board Appointment action request form will be provided at the meeting.

September 9, 2010

To: Board and Commissions Selection Committee

From: Joan Epperson, President GBSA

Re: Application

Selection Committee,

Thank you for considering me as a member of the committees selected on my application. My completed application and copy of my resume is attached for your review and consideration.

As a citizen of the county and a business owner, I would like to make a difference. My skills and abilities will allow me to contribute to the social, economic and environmental well being.

If you have any questions or need additional information, please let me know.

Best Regards,

Joan



Joan J. Epperson

President & CEO

Global Business Solutions & Assoc., LLC

Connecting People....Strategies....& Results

2525 E. Paris SE, Suite 100

Grand Rapids, MI 49546

Direct: 616-570-3877

Fax: 616-957-3124

joan-epperson@globalbsa.com

www.globalbsa.com

Joan J. Epperson

Telephone: 616.570.3877

Email: joan-epperson@globalbsa.com

EXPERTISE

Possesses not only a *Can-Do Attitude* but also a *Will-Do Attitude*. Has extensive Project Management and Project Development experience. Earned numerous awards, bonuses, trips, and other recognitions for achieving outstanding sales/business results. Consistently demonstrates the ability to achieve goals and objectives as well as effectively manage in a changing environment. Utilizes highly effective oral and written communication skills to deliver training, facilitate meetings, assist with team collaboration, and develop complex, comprehensive reports/business analysis. Works with corporations and sales professionals to improve sales results; recruit and train successful teams; and develop and implement effective business systems and processes. Extensive experience leading start-up operations, process improvement teams, achieving business results in a challenging economy, and developing systems for thriving in a global/multicultural market.

RECORD OF EXPERIENCE

Global Business Solutions & Assoc., LLC

February 2009 to Present

President

- Extensive experience in Project Management and Organizational Development Services.
- Provides a complete suite of training and development tools and resources designed to provide, attract and retain your most valuable resource, "Human Capital."
- Experience developing and implementing systems for increasing existing client base and retaining established clients.
- Consistently demonstrates the ability to build relationships based on mutual respect and trust.
- Adept at driving growth of company revenues and improving sales-team performance.
- Exceptional mentor, consultant and coach with the capacity to increase sales and revenue.
- Skilled at identifying Federal, State and Local Government Contracting Opportunities. Systems and processes deliver a minimum of 8-10 viable business opportunities per week.

State Farm Insurance Companies

September 1984 to February 2009

Agency Field Consultant, January 2003 to February 2009

- Assisted with development and implementation of strategic sales, marketing, staff staffing and business development plans.
- Worked with Agents to achieve sales/business goals and objectives by utilizing efficient and effective systems for continuous improvement.
- Instituted tracking/reporting systems, incentive programs, processes, and procedures.

Emerging Markets Liaison, October 2001 to January 2003

- Project Manager for a cross-functional team that created the enterprise solution for translation, interpretation, and acculturation.
- COO for an enterprise insurance and financial service process improvement team; recommendations resulted in process improvements, expense savings, and operational efficiencies.

Director of Regional Services, June 2000 to October 2001

- Project Manager for the construction, staffing, and development of a bilingual customer contact center for several hundred employees; project was delivered on-time and under budget.
- Collaborated with two Customer Contact Centers in a “virtual environment.” Ensured that all systems and processes were identical and the customer experience was consistent at all locations.

Director of Customer Contact Center, June 1998 to June 2000

- Project Manager for the development and implementation of process and procedures for a start-up department. The success of this department resulted in changes and improvements throughout the organization.
- Effectively led a department of 600 employees including 11 direct reports.
- Motivated and worked effectively with people from diverse backgrounds, cultures, and experiences.
- Collaborated with internal departments, vendors, and other external resources to achieve exceptional business results.
- Extensive leadership experience/success managing and implementing Organizational Development and Change Management.
- Project Manager for the start-up of State Farm Bank (SFB) which is now ranked as one of the Top 10 banks in the United States.

Claims Management/Claims Department, September 1984 to June 1998

- Led claims department consisting of 100 employees with a management team of 11.
- Supervised numerous catastrophe operations in multiple states.
- Developed /implemented new processes and procedures for catastrophe claims department.
- Managed many complex litigation claims for injury and physical damage claims.
- Testified on behalf of the State Farm during court proceedings.

DEVELOPMENT/ACHIEVEMENTS

Bachelor of Science in Political Science; Texas A&M-Texarkana

Project and Sales Management: Sandler Sales Institute; Six Sigma Green Belt (in progress); Book Yourself Solid Certified Coach; and Sales Cycle Training

Leadership/Executive Development: Brookings Institute; Speak Easy; Agency Development Program; Center for Creative Leadership; and Hillsdale Leadership Institute

Insurance and Financial Services Development: Associates in Claims (AIC); 5-Courses toward Chartered Life Underwriters Designation (CLU); and American College curriculum for “Marketing Financial Services to Women”

Licenses and Certifications: Series 6 & 63 License; Property/Casualty and Life/Health License for State of Michigan

Awards and Recognition: Qualified for Ambassador Travel - 6 consecutive years; Qualified for Great Lakes Leaders Club - 4 years; Qualified as one of the Top 10 Agency Departments; Received several Special Achievement Awards; Received the Agency Special Achievement Award; Selected to lead numerous Enterprise Initiatives; Project Leader for numerous Enterprise Initiatives

PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS

Platinum Speaker with Les Brown Enterprises; Ambassador for the Grand Rapids Chamber of Commerce; Inforum; Small Business Association of Michigan (SBAM); National Sales Network-Detroit (NSN); American Product and Inventory Control Society-Grand Rapids (APICS)

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 09/09/2010

Position Applying For Economic Development Corporation/Member

Position Applying For _____

Position Applying For _____

Name Joan J Epperson

Address 6132 Regal Dr. SW

City Grandville ST MI Zip 49418

Last 4 digits of social security number 9250 Birth Month 10 Birth Day 1

Contact Information:

Home Phone 616-570-3877

Work Phone 616-667-9586

E-mail joan-epperson@globalbsa.com

Fax Number 616-570-3877

Education:

School Texas A & M

School _____

Degree Political Science

Degree _____

Employment Background:

Current Employer Global Business Solutions & Assoc., LLC Position President

Responsibilities

GBSA is an Organizational Design and Change Manage Firm. As President, I am responsible to developing the mission and vision, recruiting and training the team and ensuring that clients receive high quality service and products. We also provide a complete suite of training and development products.

We also provide meeting facilitation and team development.

Previous Employer State Farm Insurance Position Consultant

Responsibilities

I worked for State Farm for almost 25 years in multiple locations around the country. I moved to Michigan to work with agents and their staff.

During my career, I lead multiple departments, developed and implemented comprehensives programs and projects.

Length of Residency in Ottawa County 3

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

I was president of a Board of Directors for a non-profit organization; Member of the finance committee for United Way; and Board Members for other organizations.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

As a resident of Ottawa county and a business owner, I would like to contribute to the current and future economic, social, and environmental future of our county.

I have extensive business and leadership experience. I have the ability to contribute and make a difference. In addition, I have knowledge and experience in areas of interest.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Thank you for your interest in Ottawa County Government

RYAN TIBBETS

7545 Terrace Ln. • Jenison, MI 49428
rjtibbs@comcast.net (616)667-2105

October 26, 2010

Board of Commissioners
Ottawa County
12220 Fillmore
West Olive, MI 49460

Board of Commissioners:

It is with great enthusiasm that I am applying for several boards to serve the residents of Ottawa County. After reviewing the position profiles, I am confident that I am the professional you are looking for.

I have been delegated significant personal responsibility, authority, and have been afforded the opportunity to serve in key leadership roles that have prepared me to pursue the challenging positions in which I am applying, including, but not limited to the following:

- History of successful large project management experience including equipment specification, planning, and budgeting.
- Experience managing several competing priorities and projects on an ongoing basis.
- Experience with incremental, performance, and zero-based budgeting methodologies including financial analyses.
- Clear understanding of complex public organizational environments and innovative methodologies to effectively motivate and challenge employees.
- Experience creating a facilities management program.
- Five plus years of regular public speaking and training delivery to groups both large and small.
- Experience communicating and working with all levels of personnel within a public organization, including elected, executive, and appointed officials.
- Experience in training program development, implementation, delivery, and evaluation.
- Experience with change management, including functioning in organizational environments with budget and personnel reductions.
- Experience interpreting and creating policies that are compliant with federal, state, and local laws and their regulations, standards and policies related to public administration.

In addition to my education and experience, I am a forward thinker and team player with well-honed interpersonal and communication skills, a positive “can do” attitude, and dedicated to the organizations I work for.

In the current, fiscally challenging environment I believe that my experience and pragmatic leadership style will serve to produce exceptional results for the residents of Ottawa County.

Thank you for your time and consideration, I look forward to hearing from you.

Ryan Tibbets, MPA

Enclosures

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 10/26/2010

Position Applying For Economic Development Corporation/Member

Position Applying For _____

Position Applying For _____

Name Ryan M Tibbets

Address 7545 Terrace Lane

City Jenison ST MI Zip 49428

Last 4 digits of social security number 4093 Birth Month 11 Birth Day 24

Contact Information:

Home Phone 616-667-2105

Work Phone 616-293-2230

E-mail rtibbetts@comcast.net

Fax Number 616-667-2105

Education:

School Grand Valley State University

School Lake Superior State University

Degree Master of Public Administration

Degree Bachelor of Science-Fire Science

Employment Background:

Current Employer Georgetown Fire Department Position Lieutenant/Training Officer

Responsibilities

Highly responsible position supervising, leading, and directing 15-50 firefighters during emergency and non-emergency operations. I am responsible for planning, organizing, supervising, coordinating, and conducting the fire department training programs as the designated fire training officer. I provide written information and documentation to support department training, goals, and objectives, and also serve as confidential advisor to the fire chief regarding administrative and disciplinary matters. Lieutenant in-charge of the 20 member dive team.

Previous Employer City of Wyoming - Currently Employed Position Firefighter/Acting Lieutenant

Responsibilities

Duties include: fire suppression, emergency medical response, acting driver/pump operator, training, automobile extrication, fire prevention, business inspections, facilities and equipment maintenance and repair.

Length of Residency in Ottawa County 11

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

Brother employed by Georgetown Township

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

I have served on promotional boards, an organizational financial advisory board, and served as chair of several committees.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? N/A

Why do you want to be considered for this appointment?

I would like to be considered for this appointment because I feel that I work well with others, enjoy new challenges, and I believe I can add value to the boards applied for. My family and I are proud to be Ottawa County residents and I would like to be a part of creating a vision for the future.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Appointed Member/Officers Compensation Commission/, General Public/Community Corrections Advisory Board/, Media Sector/Community Corrections Advisory Board/, Member/Jury Board/, Member/Brownfield Redevelopment Auth. Board/

Thank you for your interest in Ottawa County Government

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 11/10/2011

Position Applying For Economic Development Corporation/Member

Position Applying For _____

Position Applying For _____

Name William J Berns

Address 14287 Garfield

City Spring Lake ST Mi Zip 49456

Last 4 digits of social security number 2213 Birth Month 2 Birth Day 27

Contact Information:

Home Phone 616-850-8578 Work Phone --

E-mail williamberns@sbcglobal.net Fax Number 616-850-8578

Education:

School University of Detroit School _____

Degree Economics and Business Administration Degree _____

Employment Background:

Current Employer retired Position _____
Responsibilities _____

Previous Employer _____ Position _____
Responsibilities _____

Length of Residency in Ottawa County 13

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

[Crockery township board](#)

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

[give back to the community](#)

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Thank you for your interest in Ottawa County Government